

Subject: RE: Reprints for the Requested Invoices/Bills

From: Joan Noble </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FE57A613BB434CEEAA54C9046842317D-JNOBLE>

Date: 09/05/2017 01:54 PM

To: Suzanne Holley <sholley@downtownla.com>, Jennifer Quintero <jquintero@ccala.org>

Hi Jennifer,

When you deposit the check, it should be coded as follows (Please inform Marcus):

5225-000-01 (Equipment rental) - \$132.45

1410-000-01 (Due from DCBID) - \$198.67

*The payment allocation for Canon was CCA- 40% and DCBID- 60%

DCBID's portion should be applied to the intercompany billing which Marcus is taking care of. Please coordinate with him on this.

Let me know if you have anymore questions.

Best,

Joan Noble
Staff Accountant

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 2000 I O Los Angeles, CA O90017
Call: O213-416-7516 O I O Fax: O213-624-0858
Web: ODowntownLA.com

-----Original Message-----

From: Suzanne Holley

Sent: Tuesday, September 05, 2017 9:53 AM

To: Joan Noble <jnoble@downtownla.com>; Jennifer Quintero <jquintero@ccala.org>

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Thank you Jennifer!

Joan - can you please give Jennifer guidance on how this can be addressed?

Thank you both.

Suzanne

Suzanne Holley
SVP & Chief Operating Officer

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 2000 I O Los Angeles, CA O90017

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Call: 0213-416-75380010 Fax: 0213-624-0858
Web: 0DowntownLA.com
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-----Original Message-----

From: Jennifer Quintero [<mailto:jquintero@ccala.org>]
Sent: Tuesday, September 05, 2017 9:28 AM
To: Suzanne Holley
Subject: FW: Reprints for the Requested Invoices/Bills

Hi Suzanne,
CCA received a Canon refund check for \$331.11 from the old printers that were exchanged for the new we have in office now. The refund amount, I presume, should be split between CCA and BID. How shall I go about divvying up the check amount?

Thanks in advance!
Jenn

-----Original Message-----

From: Canon Solutions America [<mailto:noreply@csa.canon.com>]
Sent: Tuesday, September 05, 2017 8:52 AM
To: Jennifer Quintero <jquintero@ccala.org>
Subject: Reprints for the Requested Invoices/Bills

PER YOUR REQUEST